

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2005-2006 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

Specialty Tutoring

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Satisfactory	Lesson matches original description	Satisfactory	Criminal Background Checks	In Compliance
Recruiting Materials	Satisfactory	Instruction is clear	Satisfactory	Health/safety laws & regulations	In Compliance
Academic Program	Satisfactory	Time on task is appropriate	Satisfactory	Financial viability	In Compliance
Progress Reporting	Satisfactory	Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 3:1 or smaller	Satisfactory		

ACTION NEEDED: NONE

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: Specialty Tutoring
SITE: Village Elementary School
DATE OF SITE VISIT: 4/11/06

DATE DOCUMENTATION RECEIVED: 4/11/06
REVIEWER: MC/KS

Providers will be required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence will result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component will be required to address deficiencies within 30 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	U	S	COMMENTS
Tutor qualifications	TWO of the following: -Tutor resumes (all tutors) -Tutor evaluations (all tutors) -Recruiting policy for tutors -Sample tutor contract (one copy)	Tutor evaluations Tutor contract		X	Tutor evaluations are substantial and appropriately completed. Tutor contract details expectations of tutors.
Recruiting materials	TWO of the following: -Recruitment flyers -Incentives policy -Program description for parents -Advertising materials	Recruitment flyer Program description for parents		X	Advertising materials are clear appropriate, and lesson descriptions match description given in provider's original application.
Academic Program	TWO of the following: -Lesson plan -Detailed lesson description -Specific connections to Indiana academic standards -Description of connections to curriculum of EACH district the provider works with.	Individual lesson plans Detailed lesson description		X	Lesson plans are individualized based on child's pre-assessment scores. Lesson plans submitted exactly match what was observed and what was described in provider application.
Progress Reporting	TWO of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	Timeline for sending progress reports (parent letter) Daily progress report Provider report		X	Progress reports are sent to parents daily. Reports are clear and easily understandable. Larger provider report includes detailed testing information for each student.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: Specialty Tutoring
SITE: Village Elementary School
TUTOR'S INITIALS (ALL TUTORS OBSERVED): TP
NUMBER OF LESSONS OBSERVED: 1

DATE: April 11, 2006
REVIEWER: MC/KS
TIME OF OBSERVATION: 2:15-2:45

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Providers receiving a “U” in any component will be required to address deficiencies within 30 calendar days of receiving their final report. Failure to address deficiencies will result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	X		Teacher worked with each student individually and in a small group of two. Each student has individualized program and attention. Students worked on worksheets with the help of the instructor. Instructor provided support and encouraged self-correction. Lesson observed matches description in provider's original application.
Instruction is clear	X		Students understood lesson steps and instruction given to them. Correction and instructions were appropriate.
Time on task is appropriate	X		Students were constantly on task. Teacher had good rapport with students to ensure that they were focused on the lessons.
Instructor is appropriately knowledgeable	X		Instructor was skilled at teaching concepts. Instructor had good knowledge of lesson plans and lesson steps.
Student/instructor ratio: <u>2:1</u> Ratio matches that reported in original provider application	X		Application notes that group size will be no more than 2:1. Session was 2:1. Schedule submitted by tutor confirmed that all sessions are no more than 2:1.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: Specialty Tutoring
SITE: Village Elementary School
DATE OF SITE VISIT: 4/11/06

DATE DOCUMENTATION RECEIVED: 4/11/06
REVIEWERS: MC/KS

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Upon IDOE request, selected documentation listed for each component must be submitted as part of the site visit monitoring. The contact person listed for each provider will be contacted for the required information and will be informed which documents, policies, or descriptions will be required for the compliance components. Documentation may be submitted by the company or organization head, an on-site representative, or any other authorized representative appointed by the organization. Documentation must be submitted during the IDOE site visit or within seven (7) calendar days after the site visit.

Failure to submit compliance documentation will result in removal from the state-approved provider list.

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider will be contacted and will be required to develop and submit a corrective action plan for getting into compliance within 30 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider will be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	Background checks on file with district; confirmed by SES liaison and office	X	
Health and safety laws and regulations	TWO of the following: -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Student release policies -Transportation policies (as applicable)	Parent/guardian letter including transportation sign-off Evacuation plans/policies (same as those in Village Elementary)	X	
Financial viability	TWO of the following: -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	Business license Tax returns for past two years	X	